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Applies To: Colleges and the System Office
Procedure Responsibility: System Payroll

Direct Deposits

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Section 5.3.1 – General

A. For purposes of this procedure direct deposit is the electronic transfer of funds to the checking or savings account(s) of employees. For purposes of convenience to the employee the payment can be divided among different accounts and between different financial institutions.

B. As of July 1, 2005 KCTCS requires all employees, with the exception of Federal work-study students (who may self select to enroll) to have their y payroll funds directly deposited into the employee's choice of checking/savings account(s). A number of financial institutions are available for direct deposit and there is no cost associated with the use of direct deposit. See your local payroll office for participating financial institutions.

C. Benefits and advantages of direct deposit include, but are not limited to:

1. Funds are readily available on payday versus checks having to be deposited -- banks can delay access to a check deposit for up to 3 days.

2. Direct deposit funds are in the bank account the morning of payday versus checks requiring an employee to wait for the check to arrive in the mail or pick up their check and then travel to a financial institution to cash or deposit the check.

3. With direct deposit employees do not have to be at work on payday to receive their paycheck. If an employee is scheduled for vacation, takes a sick day, or is in travel status, their paycheck is automatically deposited on payday. Checks cannot be released until payday. With a check, if the

employee is absent or unable to pick up their paycheck, a delay in the deposit will occur as payroll checks are not released to third parties without proper legal documentation.

4. Direct deposit eliminates lost, stolen and destroyed paychecks – actions that require stop payment prior to a replacement check being issued. With checks that are lost and/or stolen a police investigation is required. If the paycheck has been endorsed and cashed further delay in receiving of funds may be experienced.

5. Direct deposit eliminates stale dated checks (checks older than 6 months), where replacement checks must be issued. Checks that are stale dated must be returned to the System Office for replacement -- normally the procedure takes 5 working days.

Section 5.3.2 – Direct Deposit Application and Form

A. Employees are to complete the KCTCS direct deposit form (PR95) to electronically send paycheck funds to the employee's financial institution. The financial institution must be a member of the Federal Reserve System in order for direct deposit to occur. A PR95 form must be completed to:

- Initiate direct deposits
- Change direct deposits (includes changing amount and changing financial institutions)
- Terminate direct deposits

B. The following instructions apply to a PR95 direct deposit form.

1. Employee must complete form in total and sign the form – an employee signature on the form is mandatory, no exceptions.
2. The form is to be attached to a cancelled check or deposit slip for a savings account. Deposit forms are not accepted for checking accounts.
3. Employee must submit the form to the local payroll office for data entry.
4. The college payroll office will enter the direct deposit information.

Section 5.3.3 – Virtual Access to Pay Statement

A. Employees log in to PS using their Active Directory KCTCS user ID to access to their "pay statement" via PeopleSoft HRMS and the World Wide Web. A KCTCS (Active Directory) ID is created upon an employee's HR information being loaded into PeopleSoft HRMS. Employees' can view their pay statement on-line at: https://employees.kctcs.edu.

B. Instructions for accessing your pay statement are as follows: Go to https://employees.kctcs.edu enter your KCTCS user ID **(**Example: where JDOE is for the name John Doe and where xxx is the numeric) and password to sign into PeopleSoft. Once signed in, click on "Employee Self Service", then "Options" then enter the option "Payroll" to access the self-service View Paycheck (Payroll).

   This page displays your last pay statement, including year to date (YTD) totals and direct deposit information. There is also a link on this page to allow you to view previous pay stubs (view a different payment), however prior pay stubs do not contain YTD totals. When printing the pay stub, it may be necessary to decrease the width of your margins in your web browser to allow the pay statement to fit on the page. To accomplish this, click on File, then Page Setup to adjust your margins.

C. Employees that do not have an internet browser connection may contact their local payroll specialist who will print the employee a copy of their pay statement.

Section 5.3.4 - Hardship Appeal

A. For instances of hardship KCTCS may exempt an employee from required direct deposit participation. In such an instance, or in an instance of an employee's inability to establish an account for direct deposit, proof from a financial institution of inability is required documentation. In order to request a hardship, form PR202 must be completed and signed by the employee.

B. Hardship requests are to be sent through the local college payroll office to KCTCS Payroll. A standing Direct Deposit Hardship Appeal Team is responsible for reviewing and rendering a decision on hardship requests.

Section 5.3.5 - Credit Union Deductions

Based on contractual matters between KCTCS and the Commonwealth Credit Union, all Commonwealth Credit Union deductions are handled through the KCTCS Payroll. Please contact KCTCS Payroll with any questions or for instructions.

End of Procedure